

RFP-11-69: Indiana State Department of Health Healthcare Leadership Conference Planning

Overview of Services Required

Description of Needed Services:

The ISDH is committed to improving the quality of care in long term care facilities across the state. For the past four years the ISDH has presented two (2) one-day conferences per year, each covering a single topic, addressing care issues in long term care. For example the conferences have covered falls, pressure ulcers, emergency preparedness, urinary incontinence, and healthcare associated infections. The conferences have been attended from between 800 and 1200 individuals from long term care facilities and the healthcare industry. The conferences have been held at the Indiana Convention Center as it is currently provides the necessary space to accomodate our attendees in one room for the day.

Scope of Work:

Meeting planning services will likely include the following:

- Contracts with the Indiana Convention Center in Indianapolis, Indiana will need to be negotiated and executed by Vendor.
- The general format of the event will be on plenary session with no breakout sessions.
- Vendor will establish and operate a web-based registration system.
- A registration fee will be collected by the Vendor.
- Vendor will design, print, assemble, and distribute Save the Date cards, registration brochures, conference hand-outs, posters, signs, and banners.
- Vendor will make all on-site and audio-visual arrangements for speakers and any exhibitors recruited and approved by the ISDH. Speakers will be paid by the Vendor through the contract
- Vendor will identify all volunteer needs.
- Vendor will provide all conference badges.
- Vendor will provide on-site staffing for training and overseeing check-in of conference participants and any on-site registration and will be responsible for set-up and tear-down, including, but not limited to, the following: tables, chairs, decorations, etc.
- Vendor will arrange for food for the conference.
- Vendor will develop conference evaluation forms.
- Vendor will provide on-site management for all conference day needs.